Schedule No. 2172

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Agency	
Maryland Department of the Environmen	t

Division/Unit Air & Radiation Management Admin
Administrative Services Division

Item No.	Description	Retention
1.0	This schedule supersedes Schedule 984 dated April 10, 1984 and schedule amendment 984A1 dated November 14, 1994.  Personnel Records – Personnel records of every employee hired by ARMA, including job posting description, applications, MS-100s, contractual forms, employee forms, performance evaluations, personnel actions, commendations, disciplinary actions. Many of the forms included contain personal and confidential information and access should be restricted.	Retain for 3 years after employee separation from ARMA, then destroy. Restricted access is required – personal information.
1.1	Vacancy Recruitment – Information related to recruitment for vacancies occurring in the Air and Radiation Management Administration, aka Selection or Clearance Packages. While hiring for vacant positions, programs throughout the agency collect applicant information such as position descriptions, job/vacancy announcements, interview questions, applications, eligible lists and contact letters, information on candidates interviewed, associated correspondence and other related material. After candidate selection, original documents are transferred to Maryland Department of the Environment's, (MDE's), Personnel Office who are required to conform to state and federal laws and guidelines by maintaining documentation on the agency's recruitment, testing and hiring practices which are used for Economic Employment Opportunity (EEO), analysis. Forms contain personal and confidential information and access should be restricted.  a. Selected/unselected candidates' original documents  b. Copies of selected candidate's original documents  c. Copies of unselected candidate's original documents	<ul> <li>a. Retain until position is filled, then transfer to MDE's Personnel Office</li> <li>b. Use to create employee's ARMA personnel file</li> <li>c. Retain for six (6) months, then destroy</li> </ul>

Scheduled Approved by Department, Agency, or Division Representative.  Date Signature Typed Name Denise Hartzell Title Program Manager II	Schedule Authorized by State Archivist  NOV 2 6 2001  Date  Signature  Signature
Signature Typed Name Denise Hartzell	Date Starand C. Paperfus

Schedule No. 2172

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Agency Maryland	l Department of the Environment	Division/Un	it Air & Radiation Management Admin.  Administrative Services Division
Item No.	Description		Retention
1.2	<u>Timesheets</u> – Carbon copies of all Office of Office of the Director em Timesheets contain personal information and	ployees' timesheets.	Retain for 1 (one) fiscal year, then destroy. Restricted access is required.
2.0	Accounts Payable – Photocopies of accounts MDE-ARMA has the responsibility for paym		Retain for 3 (three) fiscal years, then destroy.
2.1	Credit Card Statements – Photocopies of credit card statements and logs for procurements made by all ARMA programs, needed for Minority Business Enterprises/Women-owned Business Enterprises reports. Credit card statements contain account numbers and access should be restricted.		Retain for 3 (three) fiscal years, then destroy.
2.2	Expense Reports – Copies of expense reports for ARMA employees who travel in their course of duties. Expense reports contain personal information and access should be restricted.		Retain for 1 (one) fiscal year, then destroy.
2.3	Requisitions and Purchase Orders – Original requisitions and photocopies of corresponding purchase orders for materials purchased by ARMA. Record may include bids, specifications, new vendor information, and receiving report.		Retain for 3 (three) fiscal years, then destroy.
or Divisio Date Signature Typed N	Down hat	Schedule Authorized by Sta NOV 2 6 2001 Date	Shvand C. Paperfus p

Schedule No. 2172

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Agency			
Maryland	Department of	the Environr	nent

Division/Unit Air & Radiation Management Admin.
Administrative Services Division

Item No.	Description	Retention
3.0	Accounts Receivable – Photocopies of all invoices generated by ARMA for payment of all permits, licenses, fees and fines. Record includes photocopies of proof of payment when paid, dunning letters and Central Collections Unit referrals and resolutions.	Retain in office 2 (two) fiscal years, transfer to State Records Center for 2 years, then destroy.
3.1	Accounts Receivable Reconciliation – Reconciliation of accounts receivable includes copies of General Ledger, open lists of invoices, print out of cash receipts for each month, worksheets, control sheets of invoice totals and accounts receivable reconciliation forms for each account number.	Retain in office 2 (two) years, transfer to State Records Center for 2 years, then destroy.
3.2	Contracts – Original, signed contracts between MDE and various contractors, which include private enterprises, federal agencies, and other state agencies. Documents include original, signed contracts, invoices against the contract, purchase orders and supporting correspondence.	Federal contracts must be retained for 3 years after contract closes, then destroy. All other contracts must be retained for 2 years after contract closes, then destroy.
3.3	Grants – Records that document the grants received from various other agencies including the application, award, funding information, correspondence, final financial status report (FSR).	Retain in office for 3 (three) years following grant closing, then destroy.

Scheduled Approved by Department, Agency,			
or Division Representative.			
Date $(0/3)/9$			
Signature Deves Heitell			
Typed Name Denise Hartzell			
Title Program Manager II			

**Schedule Authorized by State Archivist** 

Shoul C. Seperfuet

Date\_\_\_\_\_ 8 2001

Signature\_

Schedule No. 2172

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Agency				
Maryland	Department	of the	Enviro	nment

Division/Unit Air & Radiation Management Admin.
Administrative Services Division

Item No.	Description	Retention
4.0	Duty Officer Logs – Log books of phone calls made to the duty officer, includes caller, description of complaint, notes made by duty officer responding to the call. Restricted access is required. Logs contain personal information on complainants.	Retain for 2 (two) calendar years, then destroy. Access is restricted.
4.1	Incinerator Operator Training Program – Records required for ARMA's oversight of the Incinerator Operator Training and Certification Program. This section issues a certification number to each trainee who successfully passes the course or is re-certified. Under COMAR 26.11.08.09, this includes information concerning:  a) Training, testing and certification of operators, (also maintained in a database format)  b) class plans, c) manuals for reference and training, d) training facilities, e) correspondence.	<ul> <li>a. Paper records – retain for 10 (ten) years, then destroy.</li> <li>a. Electronic record (database is continuously in use and subject to frequent changes and additions. Retain until superseded.</li> <li>b,c,d) Retain until superseded, then destroy</li> <li>e) Retain for 10 (ten) years, then destroy.</li> </ul>

Scheduled Approved by Department, Agency,	Schedule Authorized by State Archivist
or Division Representative.	Date NOV 2 6 2001
Signature Out Typed Name Denise Hartzell	Signature SdwardC.
Title Program Manager II	Signature

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

### **DEPARTMENT OF GENERAL SERVICES**

AGENCY RECORDS INVENTORY

	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 1 Of	
1. DEPARTMENT/AGENCY MDE	2. DIVISION ARMA	3. UNIT Office of Operational Services and Administration	
DEFINITION – Records series – A group of related reco	ords normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORDS SERIES TITLE Personnel Records		5. EARLIEST YEAR / LATEST YEAR  1998 TO present	
6. RECORD SERIES DESCRIPTION (Briefly describe the type	es of information/documents/forms found in the Series.	*	
Personnel records of every employee hired by ARM employee forms, performance evaluations, personnel personal and confidential information and so should be	actions, commendations, disciplinary actions		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size Microfilm	Alphabetical	File Drawer(s) Microfilm Reel(s)	
Legal Size Computer Tape	Numerical	Computer Tape(s)  4 Other (Specify)  Number	
Bound Book Floppy Disk	Chronological	10. ANNUAL ACCUMULATION	
Audio Tape Video Tape	Geographical	File Drawer(s) Microfilm Reel(s) Computer Tape(s)	
Other (Specify)	Other (Specify)	1 Other (Specify) Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily Weekly Monthly	Number Month	(s) Year(s) after separation	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE-ARMA-OOSA-ASD	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
	Yes Originals in Personnel Office No		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS		
Annotated Code of Maryland, State Government, Title 10 Governmental Procedures, Subtitle 6. Records, Part III. Access to Public Records	None State	Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION		
Yes	Retain for 3 years after employee separation from ARMA, then destroy. Restricted access is required – personal information.		
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
Office of Operational Services and Administration	410-631-3265	10/28/01	

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY	
,	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 1 Of 1	
1. DEPARTMENT/AGENCY MDE	2. DIVISION ARMA	3. UNIT Office of Operational Services and Administration	
DEFINITION – Records series – A group of related reco	rds normally filed and used as a unit for reference as v	vell as retention and disposition purposes.	
4. RECORDS SERIES TITLE Vacancy Recruitment		5. EARLIEST YEAR / LATEST YEAR	
		2001 TO present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types	s of information/documents/forms found in the Series. I	include the purpose or function of the Series).	
Information related to recruitment for vacant position questions, applications, selection packages, and any perinformation and should be considered access restricted.	ertinent correspondence. Many of the forms		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Tetter Size Microfilm	Alphabetical	File Drawer(s) Microfilm Reel(s)	
Legal Size Computer Tape	Numerical	Computer Tape(s)  1 Other (Specify)  Number	
Bound Book Floppy Disk	Chronological		
Audio Tape Video Tape	Geographical	10. ANNUAL ACCUMULATION File Drawer(s)	
Other (Specify)	Other (Specify)	Microfilm Reel(s) Computer Tape(s)  1/2 Number Other (Specify)	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily Weekly Monthly	6 Month(s) Year(s) Number		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE-ARMA-OOSA-ASD	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
15 ACCESS DESTRICTIONS IS	Yes Originals in Personnel Office	No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs  Annotated Code of Maryland, State Government,	16. AUDIT REQUIREMENTS  None State	Federal Independent	
Annotated Code of Maryland, State Government, Title 10 Governmental Procedures. Subtitle 6. Records PartIII. Access to Public Records	None State	rederal independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION		
Yes	Retain until position is filled. Selected employee's file is moved into Personnel File. Information pertaining to other applicants not selected is held in office for 6 (six) months, then destroyed.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
Office of Operational Services and Administration	410-631-3265	10/25/61	

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INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY		
	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 1 Of		
1. DEPARTMENT/AGENCY MDE	2. DIVISION ARMA	3. UNIT Office of Operational Services and Administration		
DEFINITION – Records series – A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.		
4. RECORDS SERIES TITLE Timesheets		5. EARLIEST YEAR / LATEST YEAR		
		7/00 TO present		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).  Green copies of all Office of Operational Services and Administration and Office of the Director employees timesheets. Timesheets				
contain personal information and so should be consid	ered confidential and access restricted.	Τ		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
Letter Size Microfilm	Alphabetical	File Drawer(5) Microfilm Reel(s) Computer Tape(s)		
Legal Size Computer Tape	Numerical	Other (Specify) Number		
Bound Book Floppy Disk	Chronological	10. ANNUAL ACCUMULATION		
Audio Tape Video Tape	Geographical	file Drawer(s) Microfilm Reel(s) Computer Tape(s)		
Other (Specify)	Other (Specify)	Other (Specify) Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
Daily Weekly Monthly	1 Month	(s) Year(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE-ARMA-OOSA-ASD		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
	Yes Originals in Fiscal Services Of	fice No		

16. AUDIT REQUIREMENTS

RECOMMENDED RETENTION

State

Retain for 1 (one) fiscal year, then destroy. Restricted access is required.

Federal

Independent

None

Access to Public Records

Yes

describe any software/hardware)

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Annotated Code of Maryland, State Governmer Title 10 Governmental Procedures, Subtitle 6. Records, Part III.

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and

Annotated Code of Maryland, State Government,

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY		
	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 1 Of 1		
1. DEPARTMENT/AGENCY MDE	2. DIVISION Air & Radiation Management Administration	3. UNIT Office of Operational Services and Administration		
DEFINITION – Records series – A group of related recor	ds normally filed and used as a unit for reference as v	well as retention and disposition purposes.		
4. RECORDS SERIES TITLE Accounts Payable		5. EARLIEST YEAR / LATEST YEAR		
6. RECORD SERIES DESCRIPTION (Briefly describe the types	s of information/documents/forms found in the Series.	Include the purpose or function of the Series).		
Photocopies of accounts payable invoices which MDE	- ARMA has the responsibility for paymen	t.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
Letter Size Microfilm	Alphabetical	File Drawer(S) Microfilm Reel(s)		
Legal Size Computer Tape	Numerical	Computer Tape(s)  3 Other (Specify)  Number		
Bound Book Floppy Disk	Chronological	10. ANNUAL ACCUMULATION		
Audio Tape Video Tape	Geographical	ANNOAL ACCOMPLATION		
Other (Specify)	Other (Specify)	Microfilm Reel(s) Computer Tape(s)  1 Number Other (Specify)		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
Daily Weekly Monthly	Month(s) Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)			
MDE-ARMA-OOSA-ASD	Yes Originals in Fiscal Services	No		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS			
Yes No	None State	Federal Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION			
Yes	Retain for 3 (three) fiscal years, then destr	roy		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		
Office of Operational Services and Administration	410-631-3265	10/88/01		

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  Page 1 Of 1	
DEPARTMENT/AGENCY MDE  DEFINITION – Records series – A group of related records.	DIVISION Air & Radiation Management     Administration  ds normally filed and used as a unit for reference as	3. UNIT Office of Operational Services and Administration  well as retention and disposition purposes.	
4. RECORDS SERIES TITLE Credit Card Statem		5. EARLIEST YEAR / LATEST YEAR 7/00 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the types Photocopies of Credit Card Statements and logs for Enterprises/Women-owned Business Enterprises repor confidential and access restricted.	procurements made by all ARMA programs	Include the purpose or function of the Series). s, needed for Minority Business	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size Microfilm	Alphabetical	Hile Drawer(s)	
Legal Size Computer Tape	Numerical	Microfilm Reel(s) Computer Tape(s)  1 Other (Specify) Number	
Bound Book Floppy Disk	Chronological		
Audio Tape Video Tape Other (Specify)	Geographical Other (Specify) Funding Source	10. ANNUAL ACCUMULATION    File Drawer(S)     Microfilm Reel(s)     Computer Tape(s)     Other (Specify)     Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	1	
Daily Weekly Monthly	3 Month(s) Year(s) Number		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE-ARMA-OOSA-ASD	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  Wes Originals in MDE-AESA No		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS		
Annotated Code of Maryland, State Government, Title 10. Governmental Procedures, Subtitle 6. Records, Part III. Access to Public Recirds No	None State	Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)  Yes	RECOMMENDED RETENTION  Retain for 3 fiscal years, then destroy		
19. NAME AND TITLE OF PREPARER Office of Operational Services and Administration	<b>20. TELEPHONE NUMBER</b> 410-631-3265	21. DATE   0   7   0	

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 1 Of
1. DEPARTMENT/AGENCY MDE	2. DIVISION Air & Radiation Management Administration	3. UNIT Office of Operational Services and Administration
DEFINITION – Records series – A group of related recor	ds normally filed and used as a unit for reference as v	well as retention and disposition purposes.
4. RECORDS SERIES TITLE Expense Reports		5. EARLIEST YEAR / LATEST YEAR 7/99 TO Present
6. RECORD SERIES DESCRIPTION (Briefly describe the types	s of information/documents/forms found in the Series.	<u> </u>
Copies of expense reports for ARMA employees wh they should be considered confidential and access rest		kpense reports contain personal information
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size Microfilm	Alphabatical	File Diamen(s Microfilm Reel(s)
Legal Size Computer Tape	Numerical	Computer Tape(s)  1 Other (Specify)  Number
Bound Book Floppy Disk	Chronological	10. ANNUAL ACCUMULATION
Audio Tape Video Tape	Geographical	File Drawer(s)
Other (Specify)	Other (Specify) Funding Source	Microfilm Reel(s) Computer Tape(s)  1/2 Number Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Weekly Monthly	Month(s	) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE-ARMA-OOSA-ASD	14. IS RECORD SERIES DUPLICATED ELSE  Originals in MDE-AESA	WHERE? (If yes, specify agency or office)  No
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	
Annotated Code of Maryland, State Government, Title 10. Governmental Procedures, Subtitle 6. Records, Part III. Access to Public Records	None State	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION	
Yes	Retain for 1 (one) fiscal year, then destroy	у
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Low Yall	410-631-3265	10/22/01

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INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  Page 1 Of 1			
1. DEPARTMENT/AGENCY		. Ad	r & Radiation Mana Iministration		3. UNIT Administration	on	perational Services and
DEFINITION - Record	ds series – A group of related recor	ds normally filed and	used as a unit for	reference as w	ell as retentio	n and dispo	sition purposes.
4. RECORDS SERIES TITL	E Requisitions and Pu	ırchase Orders	rchase Orders		5. EARLIEST YEAR / LATEST YEAR 7/99 TO Present		
Original requisitions an	RIPTION (Briefly describe the types d photocopies of correspond or information, and receiving	ng purchase orde					
7. RECORD SERIES FORM	AT(S)	8. RECORD SER	HES SEQUENCE		9. VOLUM	E	
	Microfilm	Alph	abetical			Micro	offilm Reel(s)
Legal Size	Computer Tape	Num	nerical		Numb	Other (	outer Tape(s) (Specify)
Bound Book	Floppy Disk	Chr	onological .	-	10. ANNUA	L ACCUM	IULATION
Audio Tape	Video Tape	Geo	ographical			Micro	Drawer(s) ofilm Reel(s)
Other (Specify)		<u>oth</u>	er (Specify)) Progra	ım	<u>l</u> Numl	Other (	outer Tape(s) Specify)
11. FILE IS USED		12. FILE BECOM	MES INACTIVE A	AFTER			
Daily Weekly	Monthly	3 Number		Month(s)	Ø	(437(5))	
13. CURRENT LOCATION MDE-ARMA-OOSA			SERIES DUPLIC		VHERE? (If	yes, specify No	agency or office)
15. ACCESS RESTRICTION	NS If yes, cite law(s) & regs	16. AUDIT REQ	UIREMENTS				
Yes	No	None	State		Federal		Independent
17. IS AN INDEX SYSTEM describe any software/hardware	USED? (If yes, explain briefly and	RECOMMENDE	D RETENTION				
Yes	No	Retain for 3 (th	nree) fiscal year	s, then destro	ру		

20. TELEPHONE NUMBER

410-631-3265

21. DATE
10/7/01

Office of Operational Services and Administration

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 1 Of 1	
1. DEPARTMENT/AGENCY MDE	2. DIVISION Air & Radiation Management Administration	3. UNIT Office of Operational Services and Administration	
DEFINITION – Records series – A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORDS SERIES TITLE Accounts Receivab	le	5. EARLIEST YEAR / LATEST YEAR 2000 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the type	s of information/documents/forms found in the Series.		
Includes photocopies of all invoices generated by A of proof of payment when paid, dunning letters and C			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size Microfilm	Alphabetical	File Drawer(s) Microfilm Reel(s)	
Legal Size Computer Tape	Numerical	Computer Tape(s)  4 Other (Specify)  Number	
Bound Book Floppy Disk	Chronological		
Audio Tape Video Tape	Geographical	10. ANNUAL ACCUMULATION	
Other (Specify)	Other (Specify)	Microfilm Reel(s) Computer Tape(s) 3 Other (Specify)	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily Weekly Monthly	2 Month(s	i) Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE-ARMA-OOSA-ASD	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS		
Yes	None State	Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION		
Yes	Retain in office for 2 (two) fiscal years, to then destroy	ransfer to State Records Center for 2 years,	
19. NAME AND TITLE OF PREPARER Office of Oberational Services and Administration	<b>20. TELEPHONE NUMBER</b> 410-631-3265	21. DATE 10/77/01	

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY		
THE STATE OF THE S	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 1 Of		
1. DEPARTMENT/AGENCY MDE	2. DIVISION ARMA	3. UNIT Office of Operational Services and Administration		
DEFINITION – Records series – A group of related recor	ds normally filed and used as a unit for reference as v	vell as retention and disposition purposes.		
4. RECORDS SERIES TITLE Accounts Receivable Rec	conciliation	5. EARLIEST YEAR / LATEST YEAR 2000 TO present		
6. RECORD SERIES DESCRIPTION (Briefly describe the types	of information/documents/forms found in the Series	1		
6. RECORD SERIES DESCRIPTION (Bliefly describe the types	of mornation/documents/forms found in the Series.	include the purpose of function of the Series).		
Reconciliation of accounts receivable includes copie worksheets, control sheets of invoice totals and account				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
Letter Size Microfilm	Alphabetical	File Diawer(S) Microfilm Reel(s)		
Legal Size Computer Tape	Numerical	Computer Tape(s)  1/2 Other (Specify)  Number		
Bound Book Floppy Disk	Chorological	10. ANNUAL ACCUMULATION		
Audio Tape Video Tape	Geographical	file Drawer(s) Microfilm Reel(s)		
Other (Specify)	Other (Specify)	Computer Tape(s)  1 Other (Specify)  Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	L		
Daily Weekly Monthly	2 Month(	s) Year(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)			
MDE-ARMA-OOSA-ASD	Yes			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS			
Yes No	None <u>State</u>	Federal Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION			
Yes No	Retain in office 2 years, storage at Jessup	for 2 years, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		
Office of Operational Services and Administration	410-631-3265	10/08/01		

Office of Operational Services and Administration

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INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY		
	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 1 Of		
1. DEPARTMENT/AGENCY MDE	2. DIVISION Air & Radiation Management Administration	3. UNIT Office of Operational Services and Administration		
DEFINITION – Records series – A group of related reco	rds normally filed and used as a unit for reference as	l well as retention and disposition purposes.		
4. RECORDS SERIES TITLE Contracts		5. EARLIEST YEAR / LATEST YEAR  1993 TO Present		
6. RECORD SERIES DESCRIPTION (Briefly describe the type	s of information/documents/forms found in the Series.	<del></del>		
Original, signed contracts between MDE and various of Documents include original, signed contracts, invoices				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
Letter Size Microfilm	Alphabetical	File Drawer(S) Microfilm Reel(s)		
Legal Size Computer Tape	Numerical	Computer Tape(s)  2 Other (Specify)  Number		
Bound Book Floppy Disk	Chronological	10. ANNUAL ACCUMULATION		
Audio Tape Video Tape	Geographical	Hile Drawer(S) Microfilm Reel(s)		
Other (Specify)	Other (Specify)	Computer Tape(s)  1/2 Number Other (Specify)		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
Daily Weekly Monthly	Number Month(s) Year(s)			
13. CURRENT LOCATION(S) (Bidg., Floor, Room) MDE-ARMA-OOSA-ASD	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	Copies in procurement No  16. AUDIT REQUIREMENTS			
Yes No	None State	Hederal Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)		- Company of the Comp		
Yes	3 years after contract closes for Federal contract, then discard 2 years after contract closes for all others, then discard			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		
Office of Operational Services and Administration	410-631-3265	10/11/01		

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INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD ROAD 275 HESSIE MANAGEMENT 20704	AGENCY RECORDS INVENTORY  Page 1 Of	
	P.O. BOX 275 – JESSUP, MARYLAND 20794		
1. DEPARTMENT/AGENCY MDE	2. DIVISION Air & Radiation Management Administration	3. UNIT Office of Operational Services and Administration	
DEFINITION – Records series – A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORDS SERIES TITLE Grants		5. EARLIEST YEAR / LATEST YEAR  1993 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the type	s of information/documents/forms found in the Series.	Include the purpose or function of the Series).	
Records that document grants received from various of	other agencies including application, award	funding information correspondence final	
financial status report (FSR).	mici agencies meluding application, award,	tunding information, correspondence, rmur	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size Microfilm	Alphabetical	file Drawer(s) Microfilm Reel(s)	
	N	Computer Tape(s)	
Legal Size Computer Tape	Numerical	Number Other (Specify)	
Bound Book Floppy Disk	Chronological		
		10. ANNUAL ACCUMULATION	
Audio Tape Video Tape	Geographical	File Drawer(s) Microfilm Reel(s)	
Other (Specify)	Other (Specify)	Computer Tape(s)	
	\ . · · ·	Number Other (Specify)	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily Weekly Monthly	Number Month(s	s) Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSE	WHERE? (If yes, specify agency or office)	
MDE-ARMA-OOSA-ASD	Photocopies in Budget & Fiscal No		
15 ACCESS DESTRUCTIONS IS TO A CONTROL OF THE CONTR	SOMBOOKS!		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS		
Yes No	None State	redera Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	RECOMMENDED RETENTION		

20. TELEPHONE NUMBER

410-631-3265

Retain for 3 (three) years following grant closing, then destroy

21. DATE
10/7/01

Office of Operational Services and Administration

describe any software/hardware)

Yes

No

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  Page 1 Of		
1. DEPARTMENT/AGENCY MDE	2. DIVISION Air & Radiation Management Administration	3. UNIT Office of Operational Services and Administration		
DEFINITION – Records series – A group of related recor	ds normally filed and used as a unit for reference as v	well as retention and disposition purposes.		
4. RECORDS SERIES TITLE Duty Officer Logs		5. EARLIEST YEAR / LATEST YEAR  1/00 TO Present		
6. RECORD SERIES DESCRIPTION (Briefly describe the types	s of information/documents/forms found in the Series.	Include the purpose or function of the Series).		
Log books of phone calls made to the duty officer, in Restricted access is required. Logs contain personal in		es made by duty officer responding to call.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
<u>LetterSize</u> Microfilm	Alphabetical	Aile Dizwei(s)		
Legal Size Computer Tape	Numerical	Microfilm Reel(s) Computer Tape(s)  1 ½ Other (Specify) Number		
Bound Book Floppy Disk	Chronological	10 ANINUAL ACCUMUNATION		
Audio Tape Video Tape	Geographical	10. ANNUAL ACCUMULATION  File Drawer(S)  Microfilm Reel(s)		
Other (Specify)	Other (Specify) Funding Source	Computer Tape(s)  1/2 Other (Specify)  Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
Daily Weekly Monthly	1 Month(s) Year(S) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE-ARMA-OOSA-ASD	14. IS RECORD SERIES DUPLICATED ELSE	WHERE? (If yes, specify agency or office)		
15. A GODGO DEGENERACIÓN (1. 1. 4.) (1.	Yes			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	Endand Indonesiant		
Annotated Code of Maryland, State Government, Title 10 Governmental Procedures, Subtitle 6, Records, Part III. Access to Public Records No	None State	Federal Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION			
Yes	Retain for 2 (two) calendar years, then destroy. Access is restricted.			
19. NAME AND TITLE OF PREPARER Office of Operational Services and Aliministration	<b>20. TELEPHONE NUMBER</b> 410-631-3265	21. DATE / 0/22/0/		

ti .			
INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY	
	7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 1 Of	
1. DEPARTMENT/AGENCY MDE	2. DIVISION Air & Radiation Management Administration	3. UNIT Office of Operational Services and Administration	
DEFINITION – Records series – A group of related reco	rds normally filed and used as a unit for reference as	l well as retention and disposition purposes.	
4. RECORDS SERIES TITLE Incinerator Operator	or Training Program	5. EARLIEST YEAR / LATEST YEAR 94 TO Present	
6. RECORD SERIES DESCRIPTION (Briefly describe the type	s of information/documents/forms found in the Series		
0. RECORD SERIES DESCRIPTION (Bliefly describe the type	s of information/documents/forms found in the Series.	include the purpose of function of the Series).	
Records required for ARMA's oversight of the Incine includes information concerning: a) Training, testing training facilities, e) correspondence. This section iss certified.	and certification of operators, b) class plans,	c) manuals for reference and training, d)	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size a, b Microfilm	Alphabetical	Hite Drawer(s) Microfilm Reel(s) Computer Tape(s)	
Legal Size Computer Tape	Numerical	Other (Specify) Number	
Bound Book c Floppy Disk	Chronological	10. ANNUAL ACCUMULATION	
Audio Tape Video Tape	Geographical	file Drawer(s) Microfilm Reel(s)	
Other (Specify) a. Fox-Pro Data Base	Other (Specify) Funding Source	Computer Tape(s)  1/2 Other (Specify)	
	of a second	Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily Weekly Monthly	see recommended retention	Month(s) Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSE	WHERE? (If yes, specify agency or office)	
MDE-ARMA-OOSA-ASD	Mes a No b	, c, d, e	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS		
Yes No	None State	Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	a) paper records – retain for 10 years, the	n destroy, a) electronic record is constantly	
Yes	revised. b, c, d – retain until superseded.	e) – retain for 10 years, then destroy	

20. TELEPHONE NUMBER

410-631-3265

21. DATE
10/77/01

19-NAME AND TITLE OF PREPARER
Office of Operational Services and Administration